



Request for Copy of Tax Form or Individual Income Tax Account Information

IMPORTANT: Before completing this form, please read all instructions. Type or print all information.

1. Name and address of taxpayer(s) as shown on return. 2. Current name and address. 3. Third party's name and address (if the information is to be mailed to someone else). 4. Name in third party's records (if different from name in Item 1). (See instructions for Item 3) 5. Social security or employer identification number as shown on tax return 6. Spouse's social security number as shown on tax return 7. Tax form number (Form 40A, 40, 65, 20C, CPT, PPT, etc.) 8. Tax period(s) (No more than 4 per request) 9. Amount due (check, money order, or cashier's check made payable to the Alabama Department of Revenue) \$ \_\_\_\_\_ Note: Full payment must accompany your request

10. Indicate What You Are Requesting (Check only one box) \$5.00 each [ ] Copy of tax return and all attachments. Note: If you need these copies certified for court or administrative proceedings, check here [ ] also. No charge [ ] Amount of refund and/or interest received. No charge [ ] Amount of tax due and/or interest paid. Please Allow 8 to 10 Weeks For Processing

Please Sign Here Your Signature Date Spouse's Signature Telephone number of requester ( ) Convenient time for us to call

FOR OFFICIAL REPLY ONLY - Do not write in this space

Table with columns: Date of Reply, Tax Year, REFUNDS YOU RECEIVED (Tax Amount, Interest Amount, Date Paid), TAXES YOU PAID (Tax Amount, Interest Amount, Penalty Amount, Date Paid)

# Instructions For Completing Form 4506-A

Fill out this form completely. Incomplete forms will not be processed. Use this form to request a copy of a tax return or individual income tax account information. Please allow eight to 10 weeks for processing.

If you are not the taxpayer listed in Item 1, you must send a copy of your authorization to receive the information. Examples of authorization are a power of attorney or evidence of entitlement (for Title 11 Bankruptcy or Receivership Proceedings). If the taxpayer is deceased, send proof that you are entitled to act for the taxpayer's estate.

Tax returns and account information about joint returns may be given to either the husband or the wife. Only one signature is required. If your name has changed, sign Form 4506-A exactly as your name appeared on the return.

Corporations, Partnerships, Estates, and Trusts – For information about who may obtain tax information, see Internal Revenue Code section 6103.

**ITEM 3.** If you have named someone else to receive information about you (such as a CPA, scholarship board, or mortgage issuer), list that person's name and address here. (You must give an individual's name.)

**ITEM 4.** Write the name of the client, student or applicant if it is different from the name listed in Item 1. For example, Item 1 may be the parents of a student applying for financial aid. Show the student's name on Line 4 so the scholarship board can associate the tax return with their file. If we cannot find a record of the tax return, we will notify the third party directly that we cannot fill the request.

**ITEM 5.** For individuals, the social security number is written 000-00-0000. For businesses and certain others, the employer identification number is written 00-0000000. Please separate the nine digits as shown to distinguish the type of number being reported.

**ITEM 8.** Enter the tax period. For fiscal-year filers, enter the date the period ended. If you need more than four different returns, use additional request forms. Generally the Department will have copies of returns and tax account information available for the previous 10 years.

**ITEM 9.** Use the following table to figure how much money you must send with your request:

Type of Request	Cost for each period requested
Copy of tax return . . . . .	\$5.00
Amount of refund and/or interest received . . . . .	No Charge
Amount of tax due and/or interest paid . . . . .	No Charge

*Example:*

If you need a copy of your 2010 and 2011 returns, check the first box in Item 10. Your cost will be \$10.00 (\$5.00 x 2).

Write your social security number or Federal employer identification number and "Form 4506-A Request" on your payment and make payable to the Alabama Department of Revenue. If we cannot fill your request, we will refund your money.

**ITEM 10.** In addition to a copy of a return, we can provide two other types of information:

**(1) Amount of refund and/or interest received:** This would be the amount of refund shown on the return of the year(s) requested plus any interest paid to you.

**(2) Amount of tax due and/or interest paid:** This would be the amount of tax due on the tax return of the year(s) requested plus any interest that you paid to the State.

Mail to: **Alabama Department of Revenue  
Income Tax Administration Division  
P.O. Box 327410  
Montgomery, AL 36132-7410**